

TO ADD A VEHICLE TO AN EXISTING FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction. A separate schedule should be used for each different weight group.
3. Describe the added units.
4. Sign and date the application.

TO REMOVE A VEHICLE FROM A FLEET

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the deleted units.
3. Sign and date the application.

Note: The State of Alabama does not refund unexpired license fees. A list of IRP jurisdictions that refund unexpired license fees is located on the IRP website at www.irponline.org.

TO TRANSFER A TAG FROM ONE VEHICLE TO ANOTHER

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction if different from the deleted unit(s).
3. Describe the added units.
4. Describe the deleted units.
5. If the deleted vehicle is still in the possession of the registrant, a license plate may not be transferred to the deleted vehicle within 180 days and a certificate to transfer license plate form must be completed (MV: IRP-8).
6. Sign and date the application.

TO INCREASE A VEHICLE'S REGISTERED WEIGHT

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Show the weight requested for each jurisdiction. A separate schedule should be used for each different weight group.
3. Describe the unit(s) with the original weights (additions).
4. Describe again the unit(s) with the original weights with weight increase as the reason removed (deletions).
5. Sign and date the schedule.

TO REPORT THE CHANGE OF OWNERSHIP OF A VEHICLE

Using a Schedule C:

1. Complete numbers 1 through 9.
2. Describe the unit(s) for which ownership has changed with the NEW owners name (additions).
3. Describe again the unit(s) that changed ownership with change of ownership as the reason removed and the date of the change.
4. Sign and date the schedule.

Under Alabama law a \$15.00 penalty must be assessed if the change of vehicle ownership is not filed with the IRP office within 20 days of the date of transfer.

TO ADD A JURISDICTION TO A FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Mark an X beside each additional jurisdiction for which you wish to be apportioned.
3. Enter either actual (A) or estimated (E) in the apportion column.
4. Enter the mileage in the correct column.
5. Sign and date the schedule.

TO CHANGE THE TYPE OF OPERATION OR COMMODITY CLASS FOR AN IRP FLEET

Using a Schedule B:

1. Complete numbers 1 through 10.
2. Indicate the new type of operation and commodity class.
3. Sign and date the schedule.

TO REQUEST REPLACEMENT CREDENTIALS

Using form MV: IRP-2:

1. Complete the registrant information.
2. Describe the unit(s).
3. Give the reason why the credentials need replacing. If the reason for replacement is due to a fire, a wreck, or being junked and the tag is damaged, return the totaled vehicle's original tag, if possible. If you are unable to return the tag, prepare a notarized affidavit that explains why the tag cannot be returned. The affidavit must include the following: registrant's name, registrant's account number, tag number, and vehicle information to include year, make, and VIN.
4. Indicate the replacement credentials requested.
5. Sign and date the form.
6. Send \$4.00 for each license plate replaced. This includes a \$2.00 shipping fee.
7. Send \$1.25 for each cab card requested.

NOTE: When a license plate is lost or stolen, that fact should be reported to a law enforcement office before requesting a replacement license plate.

License plates for a stolen vehicle are not, by law, permitted to be replaced.

TO CHANGE IRP ACCOUNT INFORMATION

Changes to IRP account information may include but are not limited to the following:

- Name
- Address changes

SUPPORTING DOCUMENTS

Before any IRP registration can be completed, certain supporting documents must be submitted. Some documents, such as proof of Sales or Use Tax paid and Title or Title Application, have to be submitted only at the time of initial registration unless the ownership of a vehicle has changed. Other documents must be presented each year at renewal time. These include proof of payment or satisfaction of Ad Valorem Tax, Motor Carrier Information Report (MCS-150) and Federal Heavy Vehicle Use Tax.